

POLICE DEPARTMENT TOWN OF POUGHKEEPSIE

PART-TIME POLICE ASSISTANT

The Town of Poughkeepsie Police Department is presently accepting applications for the position of Part-Time Police Assistant. This is a civilian personnel position and involves the performance of routine but responsible and necessary work. Police Assistants work as dispatchers in a fast past, high volume communications center. Familiarity with modern computer, telephone and police radio systems along with the ability to multi-task is required. Duties include the maintenance of records, retrieval of information, completion of reports, operation of communications equipment, and the performance of related tasks. The work is carried out in accordance with established office procedures. Work is performed under the direct supervision of a police officer on duty. Employees may work a changing shift pattern. The Town of Poughkeepsie offers a competitive salary for this position.

The Town of Poughkeepsie Police Department is a modern police agency located in Dutchess County. The department employs 83 sworn police officers and serves a population of approximately 45, 000.

Applicants must meet the following criteria in order to be considered for this position:

1. Experience in public safety dispatch preferred but not required.
2. Graduation from high school or possession of a high school equivalency diploma.
3. Availability to work up to 20 hours per week. **Evening and weekend shifts will be required.**
4. Availability to work full-time hours on a limited basis to cover full-time police assistant vacations.

Applications will be accepted until January 31, 2018.

****The Town of Poughkeepsie is an EEO/AA employer. The Town of Poughkeepsie Police Department requires a fingerprint supported background investigation before appointment, including a polygraph examination.**

Applicants must forward a completed Town of Poughkeepsie & Dutchess County employment application to:

Town of Poughkeepsie Police Department
ATTN Chief Ronald J. Spero, Jr.
19 Tucker Drive
Poughkeepsie, N.Y. 12603

Both a Town and County application must be received. Applications can be found on the Town of Poughkeepsie website at www.townofpoughkeepsie.com/human_resources/human_resources.htm